2.14 PUNJAB

2.14.1 Administration: Dr. Bakshish Singh Nijjar, Additional Director continued to be the head of the department. Under the scheme 'Publication of Monographs and Microfilming of Records', the posts of Assistant Editor-cum-Compiler and Copy Holder were filled up during this period.

2.14.2 Budget: During 1978-79, on the non-plan side a sum of Rs.3,99,000 was spent out of the provision of Rs.4,05,420 , while on the plan side, a sum of Rs.7,518.30 was spent out of the budget provision of Rs.9,000. For 1979-80, a provision of Rs.4,21,600 has been made on the non-plan side and a sum of Rs.50,000 on the plan side.

2.14.3 Building: During the period no progress could be made for the construction of a new building for Archives at Chandigarh and Punjab State Archives continues to be housed in an old Palace in Baradari Gardens, Patiala, which is also shared by the Department of Archaeology. A part of the State records is also lying in the Patiala Fort.

2.14.4 Record Management: 2,907 records of the erstwhile Patiala State (Revenue Department) were appraised, 30% of these were marked for retention. No retention schedule is being followed while appraising the records.

2.14.5 Research and Reference: 51 scholars availed themselves of the research facilities and about 66 queries from individuals were attended to. Besides, 47 requisitions were made by the Government agencies and 304 files, 216 manuscripts, 1957 books, 26 maps, some issues of news-papers and some volumes of Khalsa Darbar Records were issued to research scholars for reference.

2.14.6 Reference Media: 2225 files of the erstwhile PEPSU Princely States Records were listed and Descriptive lists of 425 documents of Vukla Reports and 108 documents of Ludhiana Agency Records were prepared. Besides 215 manuscripts were catalogued and 4200 books and 369 periodicals were accessioned.

2.14.7 Publication Programme: No publication was brought out during the year under report.

2.14.8 Preservation of Records: During the period under report 3,18,392 sheets were flattened, 1,64,540 sheets were repaired with tissue paper, 1,565 sheets were repaired with acetate foil and 14 documents with chiffon. Besides, 3,587 volumes were bound while 4,51,971 sheets were guarded, 13,472 sheets were full-pasted and 4,207 volumes stitched. Inlays for 41,394 sheets were prepared and 3,070 books/volumes were fumigated.

2.14.9 Photo-duplication: There is no Microfilm Unit in the Department. However, photostat copies of records/documents prepared with the help of Camera/Docustat Printer are supplied on demand 88 Negatives and 88 positives were prepared during the year under report.

2.14.10 Library: Some News-papers, periodicals and Punjab and India Gazettes were acquired during this period.

2.14.11 Other Activities: Under the scheme National Register of Records, certain private individuals and institutions were visited with a view to list the periodicals, records/documents available with them. 12,546 persons visited the Historical Museum set up in a hall of the State Archives building.